

# Seattle Parks and Recreation Facility Rental Office

Cal Anderson Shelter House,  
Golden Gardens Bathhouse,  
Pritchard Beach Bathhouse,  
Ward Springs Pump House

INFO: (206) 684-7254

FAX: (206) 684-4853

[www.seattle.gov/parks/reservations](http://www.seattle.gov/parks/reservations)

## RENTAL INFORMATION PACKET

### TABLE OF CONTENTS

Fees and Charges	Page 1-2
Application for Rental	Pages 3
Insurance Information	Page 4
Alcohol Permit Information	Page 5
Fire Permit Information	Page 6
Frequently Asked Questions	Pages 7-8
General Terms & Conditions	Pages 9-11

## RENTALS FEES AND INFORMATION

### **Cal Anderson Shelter House**

1635 11<sup>th</sup> Avenue  
Seattle, WA 98122

\$35/hour      Occupancy: 45      400 s/f

Cal Anderson is located on Capitol Hill. A get away from all the hustle and bustle, in the heart of the city. The newly renovated shelter has an open layout and can be used for various activities.

### **Golden Gardens Bathhouse**

8498 Seaview Avenue N.  
Seattle, WA 98117

\$80/hour Main hall, \$35/hour Wet Classroom, \$25/hour conference room  
Occupancy: 140-290    Main hall 1980 s/f    Conference room 290 s/f    Wet Classroom 900 s/f

Voted a best kept secret by Seattle Bride Magazine, Golden Gardens Bathhouse features panoramic views of the Puget Sound and Olympic Mountains. It is the perfect spot for everything from wedding receptions to business meetings.

### **Pritchard Beach Bathhouse**

8400 55<sup>th</sup> Ave S.  
Seattle, WA 98117

\$45/hour      Occupancy: 40-80      1645 s/f

The Pritchard Beach Bathhouse is perfect for medium sized receptions and meetings. This site has beautiful views of Lake Washington and bay windows that can be opened during warm weather. It features vaulted ceilings and a variety of light settings, perfect for events!

### **Ward Springs Pump House**

Ward Street & 4<sup>th</sup> Avenue N.  
Seattle, WA 98109

\$25/hour      Occupancy: 20-30      290 s/f

Located in a small secluded park at the base of Queen Anne, the Ward Springs Pump House features an open layout and is located just minutes from downtown. Ideal for birthday parties and small gatherings the pump house is in a newly renovate park with a wonderful playground.

- Staffing (+1 hour)                \$20.00/hour/staff person
- Booking fee                        \$15.00
- Alcohol Use Fee                  \$60.00
- Cleaning Fee                      \$50-\$150
- Liability coverage is required for events: \$1 million for all events with alcohol, \$2 million for event selling alcohol.

Deposit, Payment and Refund: A \$250 deposit is needed to reserve a time and date. A \$500 deposit is required for events serving alcohol.

Full payment is due 14 days prior to the event. Deposits will be 90% refunded if cancellation is made more than 60 days prior to the event. Deposits will be 50% refunded if cancellation is made 30 to 60 days prior. Cancellations less than 30 days prior are non-refundable.

Insurance Requirements: \$1 million in liability required for host alcohol. \$2 million in coverage is required if alcohol is offered for sale. (Please see page 4 for complete details)

Seattle Parks and Recreation  
Facility Rental Office  
860 Terry Avenue N.  
Seattle, WA 98109

Info: (206) 684-7254  
Fax: (206) 684-4853  
www.seattle.gov/parks/reserv

## APPLICATION FOR RENTAL

Organization/Individual renting the facility: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Day(s)/Date(s): \_\_\_\_\_

Set up time: Start: \_\_\_\_\_ Clean up time: End: \_\_\_\_\_ Event Hours: From: \_\_\_\_\_ To: \_\_\_\_\_

Official Name of the Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Description of the Event: \_\_\_\_\_

Food? Yes No      Catered? Yes No      Name of Caterer? \_\_\_\_\_

Alcohol?      Yes      No      For Sale?      Yes      No

Will any catering equipment be brought in?      Yes      No      Please describe: \_\_\_\_\_

**SIGNS/BANNERS?**      Yes      No

**SECURITY?**      Yes      No

**ADMISSION FEE?**      Yes      No

**CANDLES/FLAME?**      Yes      No

**LIGHTING/STAGING/AV?**      Yes      No

**ITEMS FOR SALE?**      Yes      No

**DONATIONS SOLICITED?**      Yes      No

**DECORATIONS?**      Yes      No

**The information supplied in this application is true and accurate  
to the best of my knowledge.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



All events occurring at Parks and Recreation facilities will be required to provide proof of insurance 15 business days prior to the event date. The City reserves the right to cancel events which fail to meet this requirement.

## EVENT INSURANCE REQUIREMENTS

Certificate of insurance with the City of Seattle added as an additional insured for primary and non-contributory limits. **THE MERE STATEMENT OF ADDITIONAL INSURED STATUS ON THE CERTIFICATE IS NOT ACCEPTABLE; A COPY OF THE ACTUAL ADDITIONAL INSURED POLICY OR ENDORSEMENT WORDING MUST BE ATTACHED TO THE CERTIFICATE.** Surplus lines certificates must be issued and stamped by a Washington State licensed surplus lines broker. Minimum coverage and limits of liability are \$1,000,000 each occurrence Commercial General Liability insurance , including Host Liquor Liability if alcoholic beverages *are served at no charge*, if alcoholic beverages *are sold*, \$2,000,000 each common cause Liquor Liability is required.

(All limits and coverage may be adjusted to meet exposure as determined by the City Risk Manager.)

**Option 1:** The Event Holder should contact their Homeowners or Business insurance agent, broker or insurer to determine if they can provide insurance for the event. Evidence of insurance should be issued with the City of Seattle unconditionally added as an additional insured as evidenced by a copy of a certificate issued by the insurer or an agent. If issued by a broker, a copy of the actual additional insured policy or endorsement wording must be attached to the certificate.

**Option 2:** If the Event Holder does not have Homeowners or Business insurance that will cover the event, event insurance will have to be separately purchased.

## **ALCOHOL PERMITS**

Events are required to obtain the appropriate permits in order to serve or sell alcohol. A copy of this permit will be due to the South Lake Union Facility Scheduling office 5 business days prior to the event date.

For questions, or to obtain an application for a permit or license contact the WSLCB customer service desk in Olympia at (360) 664-1600. Applications can also be obtained at your local liquor store.

### **Banquet Permits**

A banquet permit is required to allow the service and consumption of liquor at a private, invitation only banquet or gathering in a public place of club.

Liquor must be provided free of charge by a sponsor, or brought by individuals attending the event.

Applications for a banquet permit are available at any liquor store or agency. You may also call the Board's customer service desk at (360) 664-1600 to have an application mailed to you. There is a \$10 fee for a banquet permit.

Guidelines and Restrictions for Banquet Permit include but are not limited to:

- 1.) Attendance to the event must be by invitation only
- 2.) All liquor must be purchased at retail, and must be consumed between the hours of 6am and 2am

### **Special Occasion License**

A Special Occasion License is issued to a not for profit society or organization, to sell spirits, beer and wine by the individual serving for the on-premises consumption at a specified date and place.

Applications for a Special Occasion License are available at any liquor store or agency. You may also call the Board's customer service desk at (360) 664-1600 to have an application mailed to you. There is a \$60 per day per location fee for a Special Occasion License.

The application must be submitted 30 days prior to the event.

Guidelines and Restrictions for Special Occasion Licenses include but are not limited to:

- 1.) Spirits must be purchased from a state liquor store or agency. Beer or wine may be purchased from a state liquor store or agency, a retailer, or a distributor.
- 2.) Beer, wine or spirits may not be advertised or sold below cost.
- 3.) Beer, wine or spirits may not be given as awards or gifts.

**During the event the permit must be posted in a conspicuous place at the premises where the event is held.**

## SEATTLE FIRE DEPARTMENT PERMIT REQUIREMENTS

Events are required to obtain the appropriate permits from the Fire Department. A copy of this permit will be due to the South Lake Union Event Scheduling office 10 business days prior to the event date

Permits are required for Propane and Open Flame Cooking

### General Permit Information

Permit applications, as well as additional information, can be accessed at the Fire Departments website [www.seattle.gov/fire](http://www.seattle.gov/fire)

Fire Department permits office: (206) 386-1331

Applications should be submitted 10 business days prior to the event; applications submitted within a shorter time period may not be able to be processed and are subject to additional fee.

Events which do not have the correct permits, or violate the conditions of their permits may have their permit cancelled on the spot.





**Can I come in the day before my event to set up?**

Depending on availability you may be able to schedule set-up time on the day prior to your event. There is a minimum time rental of 2 or 4 hours depending on the facility and this must be arranged ahead of time.

**How can I arrange to see the facility prior to my event?**

There are scheduled tour times for each facility, to check the schedule please Call (206) 684-7254.

**How do I change the date or hours of an already scheduled event?**

Depending on availability you may be able to alter the day or times of a booked event. For information Call (206) 684-7254, Changes must be made at least 5 business days in advance of your rental.

**What paperwork do I need to send in and where do I send it?**

Although it may vary, paperwork usually includes: contract, attachment 1, banquet permit, fire permit (for outdoor cooking) and certificate of insurance. Some events may require an attachment 2 document or other licenses/permits. Please check with the scheduling office for specific requirements for your event.

All information can be sent to:

South Lake Union

860 Terry Avenue N

Seattle, WA 98109

Attn: Facility Scheduling

fax: (206) 684-4853

phone: (206) 684-7254

**Do I need to submit an alcohol plan to receive permission to serve alcohol?**

No. This is no longer a requirement as long as you are hosting (not selling) the alcohol. In order to serve alcohol at your event you must pay the \$60 alcohol fee, you must also purchase a banquet permit and provide a copy of this and your certificate of insurance to the Event Scheduling Office located at South Lake Union. (Events wishing to sell alcohol must submit additional documents, please check with the scheduling office for details)

Please note that alcohol at your event is only permitted to be served and consumed within the facility. No alcohol is allowed in any outdoor location of the park. As a renter it is your responsibility to monitor your guests and to post signs stating "No Alcohol Beyond This Point" at all exits.

## Seattle Parks Facility – General Terms and Conditions

### ATTACHMENT I -- GENERAL TERMS AND CONDITIONS

- 1) **Retain Permit:** User must retain a copy of this permit on the premises throughout the scheduled event.
- 2) **Laws and Rules:** Renter shall not allow any lewd or illegal conduct on the premises. The User shall comply with all state laws, City ordinances, regulations of the Superintendent of Parks and Recreation applicable to activities in City parks, and any lawful order of a Departmental representative made to prevent injury or damage. No lewd conduct or gambling devices are permitted on the premises.
- 3) **Liquor:** No liquor shall be allowed in or about the assigned premises without prior approval, permit, and proof of insurance, if applicable. When permitted liquor is allowed inside the facility only, it is against the law for liquor to be consumed in the outdoor park.
- 4) **Rental Hours:** Rental time must be pre-scheduled and begins at the start of setup and ends when the last person related to the event leaves the building. *Events that go beyond the scheduled time will be subject to time-and-a-half costs for room and staff charges.*
- 5) **No Smoking Indoors:** There will be no smoking allowed inside facilities or within 25 feet of doorways and windows. All cigarette butts must be picked up and ashtrays emptied from any outdoor smoking areas.
- 6) **Condition of Premises:** The User accepts the premises upon entry into possession. The User may inspect the premises at an earlier, mutually convenient time. Upon expiration or termination of the Permit or an earlier revocation, the User shall promptly return the premises in as good condition as received, reasonable wear & tear excepted, in a clean appearance, ready for use by another.
- 7) **Set Up/Take Down:** Renters are responsible for set-up and take down of the event and for clean up of the event.
  - a) No tape, including duct tape or masking tape, may be applied to any floor in the building except tape specifically defined as painter's tape. Painter's tape is blue.
  - b) The person(s) responsible for clean up must accompany the facility supervisor on a walk-through of the facility, *when take down is nearly completed but clean up crew is still available*, to ensure that clean up is complete and to identify any damage that might have occurred. Failure to satisfy this obligation may result in forfeiture of part or all of the renter's damage deposit.
  - c) All rented equipment that the renter may bring in for the event must be removed from the premises at the end of the specified time on the rental agreement.
- 8) **Approval Required:** The following activities are NOT ALLOWED without advanced written approval of the Parks Department: the sale of food, beverages, goods or merchandise; use of any sound amplification; charging admission or fees for services. Any advanced writing approval will be included in the Contract or Attachment II of this Permit/Contract
- 9) **Changes to contract:** Should any changes occur prior to your requested use of the facility, notify staff at the facility immediately so that changes can be made to your rental agreement. Changes may increase or reduce fee amounts, prior to actual use of the facility. Changes must be made 5 business days in advance of scheduled use.
- 10) **Holding Deposit:** A holding deposit of \$250 (w/o alcohol) or \$500(w/alcohol) shall be required to reserve space. This deposit is partially refundable; if at any time up to 60 days

prior to the scheduled event the renter decides to cancel their event, 90% will be refunded. If the renter should cancel their rental between 60 days and 31 days prior to the scheduled date half of the deposit shall be returned. If the event is cancelled with 30 or fewer days notice, the entire deposit shall be retained by Seattle Parks and Recreation.

- 11) **Fees and Charges:** Fees and charges are detailed in the Permit/Contract and are *not* refundable. Full payment of all fees and charges (except the 10% of gross receipts, if applicable) are due 14 days prior to the first day of the scheduled event.
- 12) **Damage deposits** will be refunded, less the costs of any repairs due to damages to the facility or unpaid balances owed by the renter to the Parks Department. Damage deposits may be held by the department until the renter has paid agreed upon portions of sales, admissions or catering charges (as specified in Attachment II).
- 13) **Responsibility:** The User assumes responsibility for all activities conducted on the premises, including but not limited to supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris and refuse; and providing security to maintain order. The Department disclaims any liability from, and the User agrees not to hold the Department liable for, any occurrences arising from the event as described in this permit.
- 14) **Cancellation, Relocation by Department:** The Department may, without liability, upon giving as much advance notice to the User as practical, cancel or terminate this Permit or relocate a scheduled use to a nearby available location if the premises are closed for repairs, necessary utilities or services cannot be supplied or a supervening order of a governmental officer or agency makes it necessary.
- 15) **Revocation:** The Department may revoke a permit and/or stop a use in progress if the User fails to comply with any State laws, City ordinances, including Seattle Municipal Code 25.08.520 regarding noise in public places, rules and regulations of the Superintendent of Parks and Recreation, and the terms of this permit. The Department may also revoke a permit and/or stop a use in progress if the User fails to secure a necessary permit, disregards a lawful order of an authorized representative of the Department, or engages in activity that may cause injury to the public or damage to the premises.
- 16) **No Assignment:** This permit and the permission granted may not be assigned, nor the premises sublet, without the prior written consent of the Department.
- 17) **Motorized Vehicles:** All motor vehicles must remain in public parking spaces and are not authorized in any other portions of the park. All unloading and loading of equipment must be done from public parking spaces only. Parking is first come first serve, **Parking Cannot be Reserved.**
- 18) **Post No Signs:** Signs are not allowed to be taped, hung, stapled, or nailed to any tree, sign post or exterior of a building without written permission.
- 19) **Indemnity:** The User shall indemnify and hold the City harmless from any and all claims, actions, losses and damages to person or property (including but not limited to attorneys fees and expenses) suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the User on or about the premises.

In the event that any lawsuit based upon any such claim, action, loss, damage or cost is brought against the City, the User, after being notified that such lawsuit has been started, shall defend such lawsuit at no expense to the City; and if, in such lawsuit, a final judgement is rendered against the City, or against the City and the User, jointly, the User shall promptly

satisfy such judgment.

The User's liability under the indemnification agreement shall not be reduced by any City negligence; provided, that nothing shall require the User to indemnify the City against the sole negligence of any City officer, employee or agent acting within the scope of such person's employment.

- 20) **Insurance:** The User shall be required, at its sole cost and to secure and maintain continuously a policy or policies of insurance during the term of the Contract, known as:
- a) per accident; **Commercial General Liability (CG 00 01)/Comprehensive Personal Liability (HO3) as applicable to User**, and written on an insurance industry standard occurrence form as referenced, or equivalent, including premises/operations; products/completed operations; personal/advertising injury; contractual liability; and independent contractors liability, Liquor Liability/Host Liquor Liability (if applicable). The policy(ies) minimum limits of liability for bodily injury and property damage shall be \$1,000,000 each occurrence and \$1,000,000 general, products/completed operations aggregate;
  - b) If any vehicle is used in the conduct of the User's business, a policy **Automobile Liability (Business/Personal)** - written on an insurance industry standard form (ISO form CA 00 01) or equivalent, to include coverage for owned, non-owned, leased or hired vehicles. The minimum limits of liability for Bodily injury and property damage shall be \$1,000,000;
  - c) The insurance as provided under items (1) and (2) above shall be endorsed to include The City of Seattle, its officers, elected officials, employees, agents and volunteers as an Additional Insured on ISO form CG2026 (or equivalent), and shall not be reduced or cancelled without forty-five (45) days prior written notice to the City;
  - d) The User's insurance shall be primary as respects the City, and any other insurance maintained by the City shall be excess and non-contributing with the User's insurance;
  - e) Evidence of Insurance - Property Use will not be permitted until the Department receives a certificate of insurance and the appropriate additional insured endorsement(s) in connection with the described work.
  - f) Subcontractors - User shall include all subcontractors performing any work included under this contract as an insured under its policies **or shall furnish** separate evidence of insurance as stated above for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein and applicable to their profession.

**I, as a renter, have read and understood this agreement and have accepted responsibility for the terms listed. I accept responsibility for any damages to equipment or to the facility that occur in association with my use of the facility. I understand that any Facility Supervisor has the right to close the facility during a rental if he or she determines a situation to be unsafe.**

**Renter**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

